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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8553.1A**Effective Date: March 22,
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Subject: NASA Environmental Management System (EMS) w/Change 2 (04/26/2006)**Responsible Office: Environmental Management Division**

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CHAPTER 4. Implementation and Operation

4.1 Structure and Responsibility

4.1.1 Purpose. To identify roles, responsibilities, and authorities that will provide an organizational structure for implementing and maintaining the EMS.

Specific roles, responsibilities, and authorities are provided in applicable Chapters. Appendix A provides a summary of roles and responsibilities.

4.1.2 Roles and Responsibilities

All roles and responsibilities in this NPR are subject to NPD 1000.3, The NASA Organization, which is a primary source of roles, responsibility and authority across NASA and takes primacy over roles and responsibilities documented in this NPR.

4.1.2.1 NASA Headquarters Environmental Management Division is responsible for --

- a. Periodically assessing, reviewing, and reporting on the condition of the NASA EMS.
- b. Seeking continual improvement opportunities for the NASA EMS.
- c. Providing guidance and support for the Headquarters EMS.

4.1.2.2 NASA Mission Directorates and Mission Support Offices are responsible for --

- a. Determining the EMS requirements applicable to the Mission Directorate or Mission Support Office
- b. Allocating resources for the effective operation and maintenance of the EMS.
- c. Establishing, implementing, and maintaining EMS requirements.
- d. Periodically assessing, reviewing, and reporting on the condition of the EMS.

4.1.2.3 NASA Centers are responsible for implementing NASA environmental policy and this NPR.

4.1.2.4 Center EMS Representatives are responsible for --

- a. Ensuring the implementation and maintenance of Center EMS requirements.
- b. Documenting and communicating roles, responsibilities, and authorities to facilitate effective implementation of the Center EMS.
- c. Requesting resources for the effective operation and maintenance of the Center EMS.
- d. Exercising the authority necessary to implement and maintain the Center EMS.
- e. Establishing a Center EMS Core Team, or other means able to accomplish an equivalent function, with

assigned roles and responsibilities.

- f. Periodically assessing, reviewing, and reporting on the condition of the Center EMS.

4.2 Environmental Training - Awareness and Competence

4.2.1 Purpose. To identify training requirements needed to ensure and maintain awareness and competence for the EMS.

4.2.2 Roles and Responsibilities

4.2.2.1 NASA Centers are responsible for establishing and maintaining procedures for --

- a. a. Determining EMS training needs.
- b. b. Conducting training as required at each relevant level and function of the organization.
- c. c. Verifying and recording that the necessary EMS training has occurred.

4.2.2.2 NASA Centers, Mission Directorates and Mission Support Offices are responsible for ensuring that all employees are aware of the existence of NASA environmental policy and its applicability to their work.

4.2.3 Requirements

- a. Employees engaged in activities associated with EMS environmental aspects or compliance activities, shall receive appropriate training, as determined by the Center under Chapter 4.2.2.
- b. Training records shall be maintained in accordance with Chapter 5.3.
- c. Employees shall be aware of the following areas, as appropriate, based on activities they are engaged in (Note: These may be accomplished by formal awareness training or as a part of the employee's on-the-job training requirements):
 1. Adverse environmental impacts and beneficial environmental impacts associated with the high priority environmental aspects of their work, that they may affect, and the benefits of improved environmental performance, and
 2. Requirements of the EMS applicable to their work, and awareness of consequences associated with their deviation from these requirements.

4.3 Communication

4.3.1 Purpose. To establish procedures for internal and external communication related to environmental aspects and the EMS.

4.3.2 Roles and Responsibility

4.3.2.1 NASA Mission Directorates and Mission Support Offices are responsible for --

- a. Internal communication at various organizational levels, including Centers.
- b. Following existing communications procedures (or creating new procedures as necessary) in communicating with internal and external parties.

4.3.2.2 NASA Centers are responsible for --

- a. Internal communication to various organizational levels.
- b. Receiving, recording, and responding to relevant communications from external parties.
- c. Following existing communications procedures (or creating new procedures as necessary) in communicating with internal and external parties.
- d. Choosing if they will restrict external communications regarding high priority environmental aspects to within Freedom of Information Act limits, as specified by the Guide for Freedom of Information Act Requesters located at <http://www.hq.nasa.gov/office/pao/FOIA/guide.html>.
- e. Documenting applicable EMS requirements within contracts no later than the time of the next recompetition.
- f. Communicating applicable EMS requirements to tenants, subject to the limitations of tenancy agreements.

4.3.3 Reference documents with communication requirements include --

- a. 5 U.S.C. 552, Freedom of Information Act, as amended.
- b. 14 CFR, Part 1206, Availability of Agency Records to Members of the Public.
- c. 16 U.S.C. 470, National Historic Preservation Act, as amended.
- d. 42 U.S.C. 4321 et seq., National Environmental Policy Act of 1969, as amended.
- e. 42 U.S.C. 11011-1105, Emergency Planning and Community Right to Know Act.
- f. Center Emergency Preparedness Plans.
- g. Center Spill Prevention, Control and Countermeasure Plans.
- h. Executive Order 11988, Flood Plain Management, May 1997, as amended.
- i. Executive Order 11990, Protection of Wetlands, May 1997, as amended.
- j. Executive Order 12898, February 11, 1994, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- k. NASA Environmental Justice Strategy, March 1995.
- l. NPR 8580.1, Implementing The National Environmental Policy Act and Executive Order 12114.

4.4 EMS Documentation and Document Control

4.4.1 Purpose. To establish and maintain procedures for EMS documentation and document control, including maintenance.

4.4.2 Roles and Responsibilities

4.4.2.1 NASA Headquarters Environmental Management Division is responsible for establishing and maintaining NASAwide EMS documentation.

4.4.2.2 NASA Centers are responsible for --

- a. Establishing and maintaining Center EMS documentation.
- b. Establishing and maintaining Center EMS document control procedures.
- c. Determining if they will use established quality management system conformant document control procedures, or other filing systems for the control of EMS documents.

4.4.3 Requirements

a. Specific document control procedures shall ensure the --

- 1. Periodic review and update of EMS documents as necessary.
- 2. Removal of obsolete EMS documents.

b. Obsolete EMS documents that are retained for legal and historical reasons shall be archived per NPD 1440.6, NASA Records Management, NPR 1441.1, NASA Records Retention Schedules, and NPD 2800.1, Managing Information Technology.

c. EMS documents and documented procedures shall be --

- 1. Legible.
- 2. Dated (with dates of revision).
- 3. Readily available in locations where essential operations occur.
- 4. Identifiable.
- 5. Maintained in an orderly manner.
- 6. Retained for a specified period.

d. Electronic or hardcopy versions of EMS documents under the Center EMS Representative's control shall meet the requirements of step c above.

e. EMS documents that are subject to document control include, but are not limited to --

- 1. NASA environmental policy.
- 2. This NPR.

- g. EMS documents and documented procedures required by this NPR (see Appendix B).
- f. f. Compliance documents are not subject to EMS document control requirements but shall be maintained according to external requirements and shall be readily available.

4.5 Operational Controls

4.5.1 Purpose. To develop, implement, and maintain operational controls and operational control procedures for activities associated with high priority environmental aspects, to manage all other environmental aspects to keep them from becoming high priority as needed, and to manage NASA environmental policy and compliance activities.

4.5.2 Roles and Responsibilities

4.5.2.1 NASA Mission Directorates and Mission Support Offices are responsible for --

- a. Operational controls and operational control procedures associated with Headquarters high priority environmental aspects.
- b. Operational controls to prevent associated Headquarters environmental aspects from becoming Headquarters high priority environmental aspects.

4.5.2.2 NASA Centers are responsible for --

- a. Operational controls and operational control procedures associated with high priority environmental aspects.
- b. Operational controls associated with non-high priority environmental aspects, in place to prevent those environmental aspects from becoming high priority.
- c. Implementing and conforming to EMS procedures.

4.5.3 Requirements

- a. Procedures developed under Chapter 4.5.2 shall --
 - 1. Stipulate specific operating and maintenance criteria, and
 - 2. Be communicated to tenants as appropriate.
- b. Centers shall document applicable procedures within contracts no later than the time of the next recompetition.
- c. Operational controls and operational control procedures associated with non-high priority environmental aspects, in place to prevent those environmental aspects from becoming high priority, shall remain in place unless it is determined that they are no longer required.

4.6 Emergency Preparedness and Response

4.6.1 Purpose. To address potential incidents and their attendant adverse environmental impacts, NASA Centers shall have emergency preparedness and response procedures.

4.6.2 Roles and Responsibilities.

NASA Centers are responsible for implementing emergency preparedness plans, procedures, and requirements.

4.6.3 Requirements

- a. Employees shall be provided with training as appropriate, based on activities they are engaged in, on emergency preparedness and response requirements:
 - 1. Associated with environmental aspects and impacts identified in Chapter 3.1, and
 - 2. As externally required under legal and other requirements.
- b. Procedures to meet emergency preparedness training, planning, procedures, and requirements may be contained within Center Emergency Preparedness Program Plans; Integrated Contingency Plans; Center Spill Prevention, Control and Countermeasure Plans; or Pollution Prevention Plans.

4.6.3.1 Reference documents with emergency preparedness and response requirements include, NPR 8715.2, NASA Emergency Preparedness Plan Procedural Requirements.

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